



Case No.

Case Name:

Trial Date:

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE
TRIAL RULES AND PROCEDURES FOR FAMILY LAW DEPARTMENTS COUNTYWIDE
(Local Rule 5153)**

INITIALS

1. No later than 10 days before the Trial Readiness Conference, or 10 days before trial **(if no Trial Readiness Conference is set)**, all attorneys and self-represented parties shall MEET AND CONFER and prepare:
 - (a) A list of disputed issues, with a short explanation of each;
 - (b) A statement of facts from each side; and
 - (c) A signed stipulation as to undisputed issues of fact and law, and exhibits, which can be admitted without foundation.
2. A Trial Readiness Conference ~~shall~~ **may** be set the by the court prior to the trial. All parties and their counsel shall be present at the Trial Readiness Conference unless waived by the court.
Initial Here if appearance is waived:
3. Each party must provide to the court at the time of the Trial Readiness Conference, or 10 days before trial **(if no Trial Readiness Conference is set)**, the following:
 - (a) Current Income and Expense Declarations including the last three pay stubs, the last two years income tax returns, corporate income tax returns if applicable, 1099's for the last two years and any and all information tending to assist the court in deciding questions of income;
 - (b) Copies of any cases the parties wish the court to read before trial;
 - (c) On one sheet of paper, set out how the property and debts should be divided and how any equalization payment should be handled;
 - (d) A list of witnesses and a short statement as to what they will testify; and
 - (e) The items outlined in a, b, & c from paragraph 1.

All of the above items ~~shall~~ **may** be submitted to the clerk and marked received. The court will file necessary items on the day of trial.

4. All exhibits shall be pre-marked by attorneys and exchanged before the day of trial. The court will only accept pre-marked exhibits in court on the day of trial. Petitioner's exhibits shall be marked with numbers (1, 2, 3, etc.) and the Respondent's exhibits marked with letters (A, B, C, etc.).
5. Each party shall pay reporter fees at the time the case is set for trial, for each day of trial. Fee for half day (four hours or less) is \$129.50 due from each party for a total of \$259.00. Fee for full day (four hours or more) is \$295.50 due from each party for a total of \$591.00. **If you are unable to pay court reporter fees, you should apply for a Fee Waiver no later than the day the case is set for trial. If you have not requested a Fee Waiver previously, use Judicial Council forms FW-001 & FW-003. If you have been granted a fee waiver, but it has been 60 days or more since the initial fee waiver order, use Judicial Council forms FW-002 & FW-003.**
- ~~6. If you are unable to pay court reporter fees, you may apply for a Fee Waiver at least 10 days prior to your trial date. If you have not requested a Fee Waiver previously, use Judicial Council forms FW-001 & FW-003. If you have been granted a fee waiver, but it has been 60 days or more since the initial fee waiver order, use Judicial Council forms FW-002 & FW-003. Please be reminded that if you have a fee waiver, a Request to Waive Additional Court Fees, FW-002 must be submitted within 60 days prior to the trial date.~~

PLAINTIFF/PETITIONER:

CASE NUMBER:

DEFENDANT/RESPONDENT:

7. Only the judicial officer, upon a written stipulation or written motion and a showing of good cause, shall continue trials. If parties are not prepared to go forward on the date of the Trial Readiness Conference and there is no good cause to continue, the matter will be taken off calendar and the Request for Settlement Conference stricken, and sanctions may be issued. _____

8. Failure of one party to appear at the Trial Readiness Conference, or failure to comply with these rules, without good cause may result sanctions including but not limited to: (a) Striking that party's pleadings, such that the case can proceed by default; (b) Evidence or issue sanctions; or (c) Monetary sanctions.

9. This document incorporates by reference the minutes of the court of the date this matter is set for trial and serves as notice of trial pursuant to C.C.P. § 594 (a) and (b). _____

FAILURE to notify the court if the case has been settled prior to the trial date will still result in payment of the costs for the court reporter. If applicable, notification of settlement should be presented to the court no later than Friday preceding the trial.

**THESE RULES AND PROCEDURES ARE THE ORDER OF THE COURT EXCEPT
AS MODIFIED BY THE COURT ON THE RECORD.**

We have read and will comply with the above rules and procedures.

Date: _____

Date: _____

Petitioner: _____

Attorney for Petitioner: _____

Date: _____

Date: _____

Respondent: _____

Attorney for Respondent: _____

IT IS SO ORDERED:

Date: _____

Judicial Officer